

**GOVERNANCE
COMMITTEE DECISION SHEET**

STAFF GOVERNANCE COMMITTEE - MONDAY, 7 JUNE 2021

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1.1	<u>Determination of Urgent Business</u>	In relation to the request from Councillor Copland to add an item of urgent business on to the agenda in respect of potential industrial action, the Convener advised that the matter was not within the remit for Staff Governance Committee, but rather the Appeals Sub Committee, and that the Director of Customer Services would be providing an update to Members outwith the meeting.	N/A	N/A
3.1	<u>Declarations of Interest</u>	There were no declarations of interest.	N/A	N/A
5.1	<u>Minute of Previous Meeting of 12 April 2021</u>	<u>The Committee resolved:-</u> to approve the minute as a correct record.	Governance	S Dunsmuir
6.1	<u>Committee Business Planner</u>	<u>The Committee resolved:-</u> (i) to agree that item 4 (Employee Assistance Scheme Annual Report) be removed as an update had been provided at the last meeting and a further update was included in the Employee Mental Health Action Plan (Item 11.2); and (ii) to otherwise note the planner.	Governance	S Dunsmuir
9.1	<u>The Future of Work Survey - Action Areas for Consideration - RES/21/116</u>	<u>The Committee resolved:-</u> to approve the action plan set out in Appendix 2 and instruct the Chief Officer People & Organisational Development to implement the action plan.	People and Organisational Development	L MacInnes

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10.1	<u>Managing Discipline Policy - RES/21/112</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to approve the revised Managing Discipline Policy, attached as Appendix 1 to the report;</p> <p>(ii) to agree that implementation of the revised policy be delayed until such time as the revised Managing Grievances and Dignity and Respect at Work policies were agreed (the intention being that these policies are presented to Staff Governance Committee in September 2021 for approval);</p> <p>(iii) in relation to the attached guidance, to note that the Chief Officer – People and Organisational Development would, in discussion with Trade Unions, revise the section “Life of Disciplinary Warnings” to clarify when circumstances might require these to be extended, to ensure that there was no disparity for certain members of staff (for example, term-time workers), and would circulate the revised guidance to Members for information; and</p> <p>(iv) to note that a generic investigations procedure was being developed to cover all three policies.</p>	People and Organisational Development	I Newcombe / K Foley
11.1	<u>Health and Safety Quarterly Update - January to March 2021 - COM/21/135</u>	<p><u>The Committee resolved:-</u></p> <p>to note the report.</p>	Governance	C Leaver
11.2	<u>Employee Mental Health Action Plan Annual Report - RES/21/119</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to request that future reports include detail on compassion fatigue;</p> <p>(ii) to note the actions carried out so far to address and support positive employee mental health; and consider the variety of initiatives, activities, training and support</p>	People & Organisational Development	K Foley

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		<p>made available to employees during the Covid-19 pandemic;</p> <p>(iii) to approve the continuing work outlined to address and improve employee mental health and wellbeing; and</p> <p>(iv) to note that a revised Employee Mental Health Action Plan would be reported to Committee in due course.</p>	Governance	S Dunsmuir – for planner

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, email sdunsmuir@aberdeencity.gov.uk